



RECORDS

Retirement! Reference! Refiles!

The 3Rs of Basic Records Management

*This training is an exercise-based class
that helps participants develop the
knowledge and skills to fulfill their
records management responsibilities*

**FREE
TRAINING**

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Topics covered include:

Applying agency records schedules and the General Records Schedule;

Determining what records should be transferred to the records center;

Proper completion of the Standard Form 135 (SF135), Records Transmittal and Receipt Form, and the Optional Form 11 (OF11), Reference Request-Federal Records.

FREE! FREE! FREE! FREE! FREE! FREE!

Wednesday, 6 April 2005

9:00 - 11:00AM

Optional behind-the-scenes tour

11:00 - 11:30AM

To register for this class please contact Kathleen O'Connor via e-mail:

kathleen.o'connor@nara.gov by COB Friday, 1 April 2005.



"Ready access to essential evidence"

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
NE REGION, FREDERICK C. MURPHY FEDERAL CENTER
380 TRAPELO RD.
WALTHAM, MA 02452

Phone: 781-663-0138

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Fax: 781-663-0154